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Title of Document: Disaster Preparedness Plan for DDSN and Other Agencies  
Providing Services to Persons with Disabilities and Special Needs

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**Applicability:** Regional Centers and DSN Service Providers

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The purpose of this directive is to prescribe a plan for preparing for a disaster, directing operations during a disaster, and recovering from a disaster in South Carolina. The plan will prescribe the responsibilities for consumers and staff during a disaster and assign responsibility to certain staff when a disaster occurs.

Agency Responsibilities - Each facility and agency offering services to individuals with disabilities will have a disaster plan that will provide direction and guidance to staff during an emergency situation. Each plan will contain:

1. Disaster Preparedness Section
  - a. Training to Staff
  - b. Assignment of Responsibility to Staff
2. Emergency Operations
3. Evacuation Plan
4. Recovery Action

### **Central Office Emergency Operations Center (COEOC)**

The administrative offices of DDSN will establish an emergency operations center located in the administration building at 3440 Harden Street Extension, Columbia, South Carolina to be activated

n the event a disaster reaches the proportion that more than one region can handle. See enclosed plan.

### **Disaster Preparedness Plans**

Each DSN facility, DSN Boards, QPL Residential Habilitation Providers and other agencies providing services to persons with disabilities will have a plan that must be reviewed by a higher authority at least annually.

### **Disaster Preparedness Training**

Periodically each facility and agency must conduct a disaster preparedness training that will test out the plan. The training exercise should be done at least annually.

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Attachment: [Disaster Preparedness Plan](#)